

**TITLE: LEGISLATION COORDINATOR**  
**MINISTRY: ATTORNEY GENERAL**  
**SUPERVISOR TITLE: DIRECTOR, EXECUTIVE PLANNING & PRIORITIES**

**CLASSIFICATION: ADMINISTRATIVE OFFICER R21**  
**DIVISION: DEPUTY MINISTER OFFICE**  
**SUPERVISOR POSITION #: 00133317**

### **BRANCH OVERVIEW**

The Deputy Minister's Office (DMO) oversees the strategic management and coordination of corporate issues and priorities for the Ministry of Attorney General. It is the ministry's central coordinating office for the advancement and implementation of the ministry's legislative and policy initiatives. It is also the primary point of contact, working with the Minister's Office for effective coordination of meetings, events, policy, and operations. The DMO is responsible for establishing ministry-wide strategic priorities and objectives.

The DMO is also the lead strategic link between its partners and government's central agencies (Treasury Board Staff and Office of the Comptroller General, and Office of the Chief Information Officer) and shared services agencies.

### **JOB OVERVIEW**

The Legislation Coordinator is integral to the operation of the ministry's legislation program and is responsible for facilitation of all aspects of the program. This includes processing and coordination of branch legislation, orders in council (OICs), ministerial orders, regulations, Cabinet submissions (CabSubs), requests for legislation (RFLs), and related documents for the approval of the Deputy Attorney General, the Attorney General, and Cabinet. In addition, the Legislation Coordinator is the government-wide contact on legislation for the Ministry of Attorney General and other ministries, providing advice on various documents, formats and timelines. The Legislation Coordinator works with extremely sensitive and confidential information and is required to maintain a high degree of care and accuracy.

The incumbent must be able to function effectively under pressure by exercising sound judgment under tight and changing deadlines, managing consequences of unforeseen developments and how these changing circumstances will impact work priorities and timelines, etc.

### **ACCOUNTABILITIES**

- Manages approval processes for CabSubs, RFLs, OICs, regulations and ministerial orders while advising and reminding appropriate staff of multiple and detailed deadlines required by Cabinet Operations
- Manages the ministry's regulatory reform obligations including processing forms for changes in regulatory counts, entering it in the regulatory database and uploading forms to the regulatory repository.
- Assists ministry staff by proofreading and formatting Cabinet documents, ensuring all content is included.
- Prepares documentation for the minister's House Books, such as speaking notes, and section notes.
- Writes AG speaking notes for all judicial appointment OICs.
- Responds to other ministries and agencies, stakeholders, and the public concerning the ministry's legislation (statutes and regulations).
- Acts as main contact with Crown Agencies Board Resourcing Office (CABRO) in the process of renewing appointments to all Agencies, Boards, and Commissions that fall under the oversight of the Attorney General.
- Researches, analyses and prepares reports regarding the historical disposition of statutes, regulations and orders.

- Drafts responses to ministerial correspondence.
- Works with Cabinet Operations and ministry staff to ensure all submissions meet requirements and are routed for appropriate approvals, including the Deputy Attorney General and Attorney General, in a timely manner.
- Reviews draft legislation and regulations document packages for language and formatting; checks cross-references, ensuring ministry Cabinet submissions are referred to other ministries and agencies, when appropriate.
- Working with Cabinet Operations and ministry staff, the Legislation Coordinators schedule items for committees and introduction in the House. Works with the Deputy Attorney General's office on coordinating pre-briefings regarding legislation for the Deputy and AG and arranging staff attendance to support the Deputy Attorney General and Attorney General at committee meetings and in the Legislature.
- Communicates ministry House business with the ministry's Government Communications and Public Engagement staff as they prepare and coordinate communications material related to legislation for the Attorney General.
- Coordinates government-wide miscellaneous bills, ensuring relevant deadlines are met by communicating with the minister's office, Office of Legislative Counsel, and government-wide contacts regarding required material and timelines; prepares the House Book for the Attorney General; coordinates staff support at Committee stage for all branches/ministries involved in the bill; and ensures the Attorney General has all the materials necessary to be thoroughly prepared to carry the bill in the House.
- Tracks for and communicates with the ministry's Agencies Boards, and Commissions regarding appointments and ensures they are made in a timely fashion. Works with Crown Agencies and Board Resourcing Office (CABRO) enacting OIC or ministerial order appointments.
- Coordinates tabling of annual reports (Agencies, Boards, Commissions and Tribunals), per statutory requirements.
- Maintains a central repository of all ministry submissions for Cabinet and other confidential documents.
- Maintenance of the ministry tracking documents.
- SharePoint administration.

## **JOB REQUIREMENTS**

- Post-secondary Certificate or higher in Public Administration or related field and at least one (1) year of related experience. An equivalent combination of education and experience may be considered.

### One (1) year of related experience in each of the following:

- Experience working in a fast-paced administrative environment.
- Experience communicating with senior or executive management both verbally and in writing.
- Experience with record keeping and tracking.

### Preference may be given to applicants with the following:

- Experience with SharePoint.
- Experience with Adobe Acrobat (full version).
- Experience working in a union environment.
- Experience working in a legal environment.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of common legal instruments such as statutes, regulations, OICs, ministerial orders and the legislative process, including the development and enactment of statutes, regulations, OICs, and ministerial orders. Considerable knowledge of provincial government structure.
- Knowledge of legislation and policy development, legislation interpretation and application, and government legislative principles and processes to guide legislation through the approval process.
- Ability to work and communicate with senior level staff, to explain, convey and interpret direction and information and pass on information to others in a clear and concise manner, often in a confidential capacity.
- Ability to work effectively under pressure and within tight deadlines.
- Ability to manage and organize concurrent projects while taking into consideration changing priorities and deadlines, emerging issues, impacts of decisions, and compelling and conflicting demands.
- Ability to establish and maintain effective relationships with a variety of groups, teams or individuals to meet program objectives.

## **SECURITY SCREENING**

Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (**Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position**).

## **BEHAVIOURAL COMPETENCIES**

**Information Seeking:** Implies going beyond the questions that are routine that are required to do the job. It may include 'digging' or pressing for exact information; resolution of discrepancies by asking a series of questions; or less-focused environmental 'scanning' for potential opportunities or miscellaneous information that may be of future use.

**Problem Solving/Judgement** is the ability to analyze problems systematically, organize information, identify key factors, identify underlying causes and generate solutions.

**Analytical Thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation, and determine cause-and-effect relationships ("if...then...") to resolve problems in a sound, decisive manner. Checks to ensure the validity or accuracy of all information.

**Teamwork and Co-operation** is the ability to work co-operatively within diverse teams, work groups and across the organization to achieve group and organizational goals.

## **INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCIES**

**Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.